

The Village of Wheeling
Cook and Lake Counties, Illinois 60090
Foreign Fire Tax Board
Meeting Minutes
February 8th, 2019

1) CALL TO ORDER

- a) Chairperson Pat Leahy called to order the regular meeting of the Foreign Fire Tax Board (FFTB) of the Village of Wheeling at 9:14 am on February 8th, 2019 at 499 S. Milwaukee, Wheeling, IL.

2) ROLL CALL

- a) Secretary J. Shewfelt conducted a roll call. The following persons were present:
Chairperson Pat Leahy, Assistant Chairperson John Bielik, Treasurer Bryan Zirzow, Secretary Jeff Shewfelt, Chief Keith MacIsaac, Scott Smith and Stewart Watkins.

3) APPROVAL OF LAST MINUTES

- a) Motion to approve the minutes for December 14th, 2018 were made by K. MacIsaac and seconded by B. Zirzow.
 - i) Motion passed with a vote of 6-0-1 with S. Smith abstaining due to absence last meeting.

4) CHANGES TO THE AGENDA: None

5) PUBLIC COMMENTS & CONCERNS (IF APPLICABLE): None

6) OLD BUSINESS: None

7) NEW BUSINESS

a) DISCUSSION/ACTION ON EDUCATIONAL REQUISITIONS

- i) Board members discussed and made changes to the Educational Requisition Requirements. Language was changed on the following items; FFTB will be allowing members to request a max of 2 classes per year with a max of \$1500 annually per member and that travel, per diem, and lodging costs were found to be acceptable expenses.

- (1) Travel expenses will be reimbursed at the Villages current mileage reimbursement rate. A mileage reimbursement form will need to be completed by the requestor.
 - (2) Per Diem will be paid to the requestor.
 - (3) Lodging will be reimbursed with the requestor showing paid receipts.
- ii) The Educational Requisition must be approved by the Fire Department (Chief or Deputy Chief) and the Foreign Fire Tax Board.
- iii) B. Zirzow and J. Shewfelt will work on creating travel reimbursement forms for next FFTB meeting

b) DISCUSSION/ACTION ON CHANGING THE FFTB PURCHASE LIST

- i) Board members made a minor change in language to the list.
“Promotional/Educational Materials” was changed to “Promotional/Educational Expenses”.
- (1) K. MacIsaac made a motion seconded by B. Zirzow to make the above changes to the Wheeling Foreign Fire Tax Purchase List.
 - (a) Motion passed unanimously with a vote of 7-0.

c) PURCHASE REQUISITIONS

- i) **J. Shewfelt filled out a purchase request for maintenance on Station 42’s treadmill.**
 - (1) Members had been stating that the treadmill is ‘slipping’ at a certain speed and that it is a safety issue.
 - (a) The Fitness Connection sent a maintenance tech out and fixed the problem at no cost. No charge for the service was due to a scheduling conflict and a misunderstanding on TFC’s part.
 - (i) No action needed on this request.
- ii) **J. Shewfelt filled out a purchase request for Full Conference Passes to FDIC 2019 for 6 department members.**
 - (1) FDIC is one of the largest firefighting conferences in the country and there are numerous classes to attend. Members with purchasing capabilities for the fire department will have the ability to see every vendor under one roof and learn

about the newest technologies. Cost is \$600 per member for 3 days' worth of classes and exhibits.

(a) K. MacIsaac made a motion seconded by S. Smith to approve sending 8 members to the conference pending an email goes out to the fire department giving everyone a chance to respond or claim a spot. The first 8 members to respond will receive the Full Conference Pass.

(i) Motion passed with a vote of 6-0-1 with J. Shewfelt abstaining.

iii) S. Smith filled out a purchase request for Image Trends Connect Conference Registration, lodging, and a per diem.

(1) Image Trend is Wheeling Fire Departments new means of Patient Care Report writing and NFIRS report writing. Scott Smith is the head of I.T. for the department and feels that it is important to attend this conference. Wheeling Fire Department is sending 2 other department members to this conference.

(a) K. MacIsaac made a motion seconded by S. Watkins to approve this request for a price not to exceed \$1,500.

(i) Motion passed with a vote of 6-0-1 with S. Smith abstaining.

iv) J. Theobald filled out a purchase request for 3 large SCBA G1 masks and 1 thermal imaging camera to be used for training purposes.

(1) J. Theobald spoke about how it would be beneficial to have spare SCBA masks and a TIC for fire instructors at the CAFT during live fire training and also for any additional classes that members may attend.

(2) FFTB board members discussed that these items will need to be on a quartermaster system with the department Training Officer in charge of signing the equipment in and out for accountability purposes. The sizes of the masks purchased will need to be decided by the SCBA Committee in order to best suit the department.

(a) K. MacIsaac stated that the fire department budget will take over maintenance of these items and that the FFTB will only make the initial purchases.

(i) J. Bielik made a motion seconded by S. Smith to approve the purchase of three (3) G1 SCBA masks for a price not to exceed \$1,000.

1. Motion passed unanimously with a vote of 7-0.

(ii) B. Zirzow made a motion seconded by J. Shewfelt to approve the purchase of a Thermal Imaging camera for a price not to exceed \$8,000.

1. Motion passed unanimously with a vote of 7-0.

d) APPROVAL OF BILLS TO BE PAID

i) All bills were paid as noted in the treasurer's report.

e) TREASURERS REPORT

i) B. Zirzow presented the treasurers report for December 2018 and January 2019 which showed available funds at \$108,979.46.

(1) K. MacIsaac made a motion seconded by J. Bielik to approve the Treasurers Report for December 2018.

(a) Motion passed unanimously with a vote of 7-0.

(2) K. MacIsaac made a motion seconded by J. Shewfelt to approve the Treasurers Report for January 2019

(a) Motion passed unanimously with a vote of 7-0

8) EXECUTIVE/CLOSED SESSION (IF APPLICABLE)

9) ADJOURNMENT

a) B. Zirzow made a motion to adjourn the meeting seconded by J. Bielik.

i) Motion passed unanimously with a vote of 7-0.

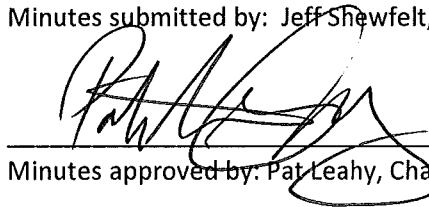
(1) Meeting was adjourned at 10:46 am.

Scott E. Smith

 (Acting)

Date: 8/9/19

Minutes submitted by: Jeff Shewfelt, Secretary Foreign Fire Tax Board



Date: 8/9/2019

Minutes approved by: Pat Leahy, Chairperson Foreign Fire Tax Board

Educational Requisition Requirements

- Board has the power to veto or amend any rules set forth on this matter.
- Must be related to our core job responsibilities.
- Can cover tuition and other related costs (i.e. books, travel, per diem, lodging expenses).
- Members must exhaust other avenues of funding (FD budget, Special teams budget, etc) prior to coming to the FFTB
- No physical activities; must be classroom or lecture style classes
- Designate 20 % of FFTB annual income towards training/education.
- \$1,500 cap per member, per year, on the amount of money an employee can request.
- Limitation of 1 class for each ½ of the fiscal year per member (i.e. 2 classes per year).
- Class/Seminar must be approved by the Fire Department (Chief or Deputy Chief) and the Foreign Fire Tax Board.

WHEELING FOREIGN FIRE TAX BOARD
TREASURER'S REPORT
December 1, 2018 THRU December 31, 2018

STARTING BALANCE \$ 142,348.98

PURCHASES

DATE	CHECK#	NAME	DETAILS	AMOUNT
10-DEC-18	CC	Comcast (December)	Cable	\$204.92
11-DEC-18	1086	Fitness Connection	Annual Maintenance	\$130.00

TOTAL EXPENSES \$ 334.92

Balance \$ 142,014.06

FOR INTERNAL FFTB USE ONLY

Snow Rakes	300.00
Cold weather hoods	2,700.00
Fan for station 23	305.95
ImageTrend	9,217.50
Foster Coach	847.00
Stryker	5,359.39

OUTSTANDING APPROVED PURCHASES \$ 18,729.84

MIN. BALANCE 10% of deposit \$ 12,570.00

AVAILABLE FUNDS \$ 110,714.22

WHEELING FOREIGN FIRE TAX BOARD
TREASURER'S REPORT
January 1, 2019 THRU January 31, 2019

STARTING BALANCE \$ 142,014.06

PURCHASES

DATE	CHECK#	NAME	DETAILS	AMOUNT
10-JAN-19	CC	Comcast (January)	Cable	\$204.68
10-JAN-19	1087	Village of Wheeling	Image Trend	\$9,217.50
14-JAN-19	CC	National Fire Corp.	Winter Hoods	\$2,678.10
14-JAN-19	1088	Village of Wheeling	Stryker Stretcher	\$5,359.39
14-JAN-19	1089	Village of Wheeling	Vent. System RA23	\$847.00
16-JAN-19	CC	Sno-Rake	Snow rakes	\$241.53

TOTAL EXPENSES \$18,548.20

Shipping Credit \$20.95
Balance \$ 123,486.81

FOR INTERNAL FFTB USE ONLY

Fan for station 23 305.95

OUTSTANDING APPROVED PURCHASES

\$ 305.95

MIN. BALANCE 10% of deposit

\$ 14,201.40

AVAILABLE FUNDS

\$ 108,979.46